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B. J. Walker, Commissioner

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Procedures for obtaining Fingerprint Cards

Once an agency/individual receives **provisional approval** as a Comprehensive Child and Family Assessment (CCFA)/Wrap-Around (WA), two (2) cards (1) Georgia Crime Center - GCIC and (1) National Crime Information Center –NCIC will be mailed for each person identified on the enrollment application along with the provisional approval letter.

If an agency is participating in **Re-enrollment**, (fingerprint cards are required every five years.) two (2) cards (1) Georgia Crime Center - GCIC and (1) National Crime Information Center –NCIC will be mailed along with the re-enrollment application for each person identified as providing CCFA/WA services.

Results of the state and national fingerprint check (GCIC and NCIC) are required for all staff and all subcontractors and their staff. **Full and Re-enrollment** approval is contingent upon the receipt of satisfactory results from GCIC and NCIC.

Instructions for Requesting Fingerprint Checks:

1. Each applicant must complete consent of release of information form and submit to GCIC with the attached fingerprint cards.
2. Please complete two fingerprint cards per person. You must locate a law enforcement agency to fingerprint you and your staff.
3. Make sure all sections are completed.
4. A money order in the amount of \$24.00 per person must be attached to the cards. **The Money Order must be made payable to G.C.I.C. or GBI.**
5. In the Employer and Address Section – Please list DHR/DFCS – Social Services Section.
6. Mail the completed cards and money order to the following address:

**Georgia Crime Information Center
AFIS Applicants Section
P.O. Box 370748
Decatur, GA 30037-0748**

We anticipate that the results from the NCIC will be available within 90 to 120 days of the submission.

You may contact the Comprehensive Child and Family Assessment Review Committee at 404-657-3445 to request fingerprint cards for new staff. We will not provide fingerprint cards to an individual/agency who is not an Approved or Provisional CCFA/WA provider.